



DELBERT HOSEMANN
Secretary of State

TO: County Circuit Clerks
All County Election Commissioners

FROM: Mary Beth Samsel, Elections Training Coordinator

DATE: December 2, 2016

SUBJECT: Newly Elected & Appointed Election Commissioner Orientation Session,
January 25, 2017 - ECAM Convention, Philadelphia, MS

The Secretary of State's Office will conduct New Election Commissioner Orientation on January 25, 2017 at the Annual ECAM Convention. The training session is required for County Election Commissioners who have been elected or appointed to office for the first time and for those who have held the office previously but did not hold the office in the year immediately preceding training. Please find the pre-registration form attached with additional details.

If a commissioner is appointed after the orientation training session, the Secretary of State's Office may certify that commissioner for the 2017 election year only; that particular commissioner must attend the next offered orientation training session in order to receive certification for the following year. Certification will not be granted should an Election Commissioner fail to attend orientation and certification training (MS Code Ann. § 23-15-211). Failure to comply with the certification requirement could result in removal from office and inability to receive compensation (MS Code Ann. § 23-15-153). Please make every effort to attend this very important training.

Remember the agenda is tentative and subject to change, as the final ECAM agenda will be handed out during convention registration. Plan accordingly so that you may sign in and be seated before the start of the session. ***Make sure you bring all training materials with you; they will be posted on the MSOS website (<http://www.sos.ms.gov/Elections-Voting/Pages/Election-Officials-Training.aspx>) no later than January 9, 2017.*** Also, be aware your Board of Supervisors must approve this travel and include it in their meeting minutes.

IMPORTANT NOTES: Please remember to visit ECAM's website at www.msecam.com to obtain all information regarding the 2017 Annual ECAM Convention, including Convention & Hotel Registration Forms, Convention Information Updates & the Tentative Agenda. All hotel accommodations must be made directly through ECAM's Treasurer, Larry Gardner, not through the Silver Star Casino. The Secretary of State's Office will accept pre-registration forms for Newly Elected & Appointed Commissioners Orientation only; all other convention materials such as convention pre-registration, checks, or hotel registration forms must be sent directly to ECAM.

Should you have any questions, please contact Mary Beth Samsel, Elections Training Coordinator, at 601-359-6687, or Andrew Dailey, Director of Elections Compliance, at 601-359-5213.



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Secretary of State

2017 ECAM CONVENTION
ELECTION COMMISSIONER ORIENTATION
*(For Newly Elected or Appointed Commissioners/Commissioners
who did not hold office in the year immediately preceding orientation/training)*

Please Print

NAME: _____
MAILING ADDRESS: _____
CITY: _____ ZIP: _____
PHONE: _____ SECONDARY PHONE: _____
EMAIL ADDRESS: _____
COUNTY: _____ DISTRICT: _____
ELECTION COMMISSION CHAIR: _____
DATE YOU TOOK OFFICE / WILL TAKE OFFICE: _____

ORIENTATION: INTRODUCTION TO ELECTIONS

DATE: WEDNESDAY, JANUARY 25, 2017: 8:00 AM – 11:00 AM, ROOMS #1 & #2
SILVERSTAR CASINO, 13541 HWY 16, PHILADELPHIA

PRE-REGISTRATION IS DUE NO LATER THAN JANUARY 2, 2017 at 5:00 PM

PLEASE NOTE:

1. If you are unable to attend the entire session you will not receive credit for attending orientation or certification training. You must attend ALL of the orientation session.
2. Your orientation certificate will be mailed to your Election Commission Chair in addition to your certification completion certificate.

Training Materials Will Be Posted to Our Website No Later Than January 9, 2017.

To access training materials, please visit our website at:
<http://www.sos.ms.gov/Elections-Voting/Pages/Election-Officials-Training.aspx>

Please fax or mail your completed registration form by no later than January 2, 2017
to the attention of:

Mary Beth Samsel
Elections Training Coordinator
Mississippi Secretary of State's Office
P.O. Box 136
Jackson, MS 39205
Mary.Samsel@sos.ms.gov
Phone: 601-359-6687
Fax: 601-576-2545



DELBERT HOSEMANN
Secretary of State

New Election Commissioner Orientation

*(For Newly Elected or Appointed Commissioners/Commissioners
who did not hold office in the year immediately preceding orientation/training)*

Wednesday, January 25, 2017

8:00 am – 11:00 am, Meeting Rooms #1 & #2

Tentative Agenda

8:00 am – 9:00 am

Duties of an Election Commissioner

Hawley Robertson
Senior Attorney
Elections Division
Secretary of State's Office

9:00 am – 10:00 am

Election Day Operations

Kim Turner
Assistant Secretary of State
Elections Division
Secretary of State's Office

10:00 am – 11:00 am

Introduction to SEMS

Madalan Lennep, PMP
Elections Consultant
Secretary of State's Office